

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE

FILE COPY

Academic Senate Agenda
October 2, 1990
UU 220 3:00-5:00 p.m.

5-22 and
5-29-90
minutes
were removed

- I. Minutes: Approval of the May 22 and May 29, 1990 Academic Senate minutes (pp. 2-7).
- II. Communication(s) and Announcement(s):
 - A. Nominees for Faculty Trustee (pp. 8-11).
 - B. Resolution(s) approved by President Baker:

AS-332-90/PPC	Resolution on Periodic Evaluation of Faculty Unit Employees (p. 12)
AS-333-90	Resolution on Departmental Support for International Education at Cal Poly
AS-334-90/IC	Resolution on Audit Policy
AS-335-90/CC	Resolution on Minors
AS-336-90/SENG	Resolution on Change of Department Name...Materials Engineering Department
AS-337-90/SWC	Resolution on Women's Resource Center and Women's Resource Center Coordinator
AS-338-90/SENG	Resolution on Change of Degree Name for the Materials Engineering Department
AS-339-90/SAGR	Resolution on the Education Department Reorganization
AS-340-90/SBUS	Resolution on Multi-Criteria Admissions Model
AS-341-90/GE&B	Resolution on Interdisciplinary General Education and Breadth Courses
AS-342-90/GE&B	Resolution on the Listing of Newly Approved GE&B Courses in the Class Schedule
AS-343-90/GE&B	Resolution on Approval of CSc X302 into GE&B Area F.2
As-344-90/PPC	Resolution on Sexual Harassment Policy Implementation (pp. 13-14)
- III. Reports:
 - A. Academic Senate Chair
 - B. President's Office
 - C. Vice President for Academic Affairs' Office
 - D. Statewide Senators
 - E. CFA Campus President
 - F. ASI Representatives
 - G. Vice President for Business Affairs' Office - state-of-the-budget report
- IV. Consent Agenda:
- V. Business Item(s):

Resolution on Guidelines for Student Evaluation of Faculty-Murphy, Interim Chair of the Personnel Policies Committee, First Reading (pp. 15-17).
- VI. Discussion Item(s):
- VII. Adjournment:



ACADEMIC SENATE
OF
THE CALIFORNIA STATE UNIVERSITY

RECEIVED

AUG 20 1990

400 Golden Shore, Suite 134, Long Beach, California 90802-4275 • (213) 590-5578 • (213) 590-5550

Academic Senate

Office of the Chair

M E M O R A N D U M

TO: Chairs, Campus Academic Senates

DATE: August 16, 1990

FROM: Sandra Wilcox, Chair
Academic Senate CSU

SUBJECT: Nominees for Faculty Trustee

Attached is a copy of the material sent to you on April 4, 1990 regarding the above-referenced subject.

This mailing is just a reminder that all nomination materials must be received in the Academic Senate CSU office by November 26, 1990.

Cal.

Please call me or Deborah Hennessy at 213 - 590-5578, or ATSS 635-5578, if you have any questions.

Thank you.

cc: Executive Committee
Faculty Trustee Recommending Committee
(to be selected at the Senate's
September 7, 1990 meeting)

0062A

DUPLICATE COPY - ORIGINAL MAILED 4/4/90

M E M O R A N D U M

TO: Chairs, Campus Academic Senates

DATE: April 5, 1990

FROM: Ray Geigle, Chair
Academic Senate CSU

SUBJECT: Nominees for Faculty Trustee

Pursuant to the enclosed regulations, I hereby request that you begin the process for developing a list of nominees for Faculty Trustee. The Academic Senate CSU Faculty Trustee Recommending Committee will review campus nominations the week of November 26; the statewide Senate will have an opportunity to review the confidential files of these candidates at its January 10-11, 1991 meeting; and unless otherwise determined by vote of the Academic Senate CSU, selection of nominees for the post of faculty trustee will be made at its February 28-March 1, 1991 meeting.

Enclosed please find a copy of the guidelines, "Criteria and Procedures for the Nomination of the Faculty Trustees," revised and approved unanimously by the statewide Senate March 4, 1988. Also enclosed is an outline of information requested for each nomination. Please note that we request four copies of each nominee's supportive material.

NOTE: All materials must be received in the Academic Senate CSU office at 400 Golden Shore, Suite 134, Long Beach 90802-4275, no later than 5:00 p.m., Monday, November 26, 1990.

cc: Faculty Trustee Recommending Committee (to be selected at the Senate's September 14, 1990 meeting)

(NOTE: Meeting changed to 9/7/90)

1663g

DEADLINE FOR MATERIALS
5 p.m.
November 26, 1990

INFORMATION REQUIRED FOR FACULTY TRUSTEE NOMINATION

Each candidate for the position of faculty trustee must submit a statement:

- that he/she is a tenured, teaching faculty member with no administrative position other than department chair or equivalent;
- of intent to serve the full two-year term if appointed by the Governor;
- of one page length concerning her/his view of the position of faculty trustee;
- of experience in academic governance; (may cross-reference with item 11 below to avoid duplication).

Each candidate shall submit the names, addresses and telephone numbers of five references.

Candidates must submit vitae or resumes which shall include, as a minimum, the information requested on the guide below.

See Criteria, AS-1773-87/EX, March 4, 1988

Information submitted shall include the following:

1. Name
2. Department/Campus
3. Campus address (including office)
4. Campus telephone number (include ATSS and/or area code)
5. Home address.
6. Home telephone number (including area code)
7. Academic training (please list all Colleges/Universities, degrees and years received)
8. Academic honors, grants and awards (include dates)

9. Employment Record
 - a. Academic
 - b. Other
10. Professional activities
11. Service
 - a. Department
 - b. School or equivalent
 - c. College/University level
 - d. Other university service (including systemwide)
 - e. Community (both immediate and extended)
12. Evidence of teaching excellence (Note: The criteria require that candidates have demonstrated records of excellence in teaching, professional achievement, and university service.)

NOTE: PLEASE SEND FOUR (4) COPIES OF ALL MATERIALS TO:

Deborah Hennessy
Academic Senate CSU
400 Golden Shore, Suite 134
Long Beach, CA 90802-4275

ALL MATERIALS MUST BE RECEIVED BY THE ACADEMIC
SENATE CSU NO LATER THAN 5:00 p.m., MONDAY,
November 26, 1990.

Materials received after this time cannot be
considered.

Thank You.

RG/a

1663g

State of California

CAL POLY
SAN LUIS OBISPO
CA 93407

Memorandum

RECEIVED

SEP 10 1990

To : James L. Murphy, Chair
Academic Senate

Date : August 30, 1990

Academic Senate

File No.:

Copies : Robert Koob
Philip Bailey
School Deans
Jan Pieper
Mike Suess

From : Warren J. Baker
President

Subject: AS-332-90/PPC

The resolution on "Periodic Evaluation of Faculty Unit Employees" has been reviewed. Please extend my appreciation to the Personnel Policies Committee for developing the proposed changes. In approving the CAM revision, the following modifications will be incorporated into the final text.

1. Since it is important that the department heads/chairs and deans participate in the periodic review of tenured faculty unit employees, the first sentence in Section 345.4A.4, will be modified as described below, and the second sentence will be deleted:

"Periodic evaluation of a tenured faculty unit employee shall be conducted by an elected peer committee of the department or equivalent unit, ~~and the appropriate administrator (department head/chair or and dean). If the dean is the appropriate administrator, the peer committee report shall be sent to the dean via the department head/chair...~~"

Also, the second sentence in 345.4A.5, will be changed to read:

"The peer review committee, ~~and the department head/chair and dean appropriate administrator~~ shall meet with the tenured faculty unit employee to discuss his/her strengths and weaknesses..."

2. The few minor "pen and ink" editorial changes reflected in the appended copy of the resolution are a result of renumbering the latest revision of Chapter 3 of CAM.

Memorandum

RECEIVED

SEP 10 1990


To : James L. Murphy, Chair
Academic Senate

Academic Senate : August 31, 1990

File No. :

Copies : Robert Koob
Jan Pieper

From : Warren J. Baker
President



Subject: AS-344-90/PPC

I share the interest of the Academic Senate in promoting training programs to prevent sexual harassment. Enclosed is a copy of the brochure entitled "Sexual Harassment--Break the Pattern," which will be distributed to faculty, staff and students during Fall Conference Week. A similar brochure was distributed to all employees Spring Quarter 1990. In addition, posters (copies enclosed) of two different designs will also be distributed throughout campus. In developing these materials, the Personnel Office consulted the Status of Women Committee and Personnel Policies Committee of the Academic Senate, along with the Sexual Harassment Advisors. You may also recall that Jan Duffy conducted a sexual harassment workshop Winter Quarter 1990 for management, academic department heads/chairs, the Sexual Harassment Advisors, the Personnel Policies Committee and Status of Women Committee. Professional trainers have also met with the Sexual Harassment Advisors. While continuous efforts are needed, the above illustrations do demonstrate that the University is implementing educational programs on preventing sexual harassment.

Although many aspects of the resolution (AS-334-90/PPC) dealing with training have merit, I am reluctant to approve it as worded for a number of reasons. As you know, we are in the process of recruiting for an Affirmative Action Director who will probably begin employment during the latter part of Fall Quarter. I concur that the new Director should be assigned the responsibility to develop training programs to prevent discrimination, including sexual harassment, with the cooperation and resources of other offices of the University. The specifics of the training program will need to be developed in concert with other responsible groups and officers of the University. The Sexual Harassment Advisors have taken a responsible and active role in developing training programs, and I expect that the Affirmative Action Director will consult with them and other interested groups as training programs are developed. In view of diminishing resources, I am reluctant to approve release time for members of a training development team.

cc Reynolds 9.12.90
Bohne 9.12.90

James L. Murphy, Chair
August 31, 1990
Page Two

I believe it is important to keep in mind that under our Sexual Harassment Policy, all faculty, staff and administrators are held accountable for preventing sexual harassment. As such, implementation of the Sexual Harassment Policy is a shared responsibility, and should not be limited to the Affirmative Action Director. Also, the policy is quite clear that investigations of allegations by students of sexual harassment will be conducted by the Office of the Vice President for Student Affairs, and allegations by employees will be investigated by the Personnel Office.

I do believe continuing dialogue on this subject is helpful, and it is my intention to continue to involve the Academic Senate in addressing sexual harassment.

Adopted:

ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

AS- -90/
RESOLUTION ON
GUIDELINES FOR STUDENT EVALUATION OF FACULTY

- WHEREAS, The present guidelines are out-of-date; and
- WHEREAS, The Memorandum of Understanding (MOU) between The California State University and Unit 3 Faculty addresses the issue of student evaluation; therefore, be it
- RESOLVED: That Administrative Bulletin 74-1 be deleted from the Campus Administrative Manual (CAM); and, be it further
- RESOLVED: That the new guidelines, as attached, be included in CAM as Administrative Bulletin 90-__.

Proposed By:
Academic Senate Personnel
Policies Committee
June 13, 1990

GUIDELINES FOR STUDENT EVALUATION OF FACULTY

1. Student evaluations will be conducted in accordance with the Memorandum of Understanding (MOU) between The California State University (CSU) and the Unit 3-Faculty.
2. The primary purpose of this student evaluation program is to assist in improving the quality and effectiveness of the instructional program at Cal Poly.
3. The results of this student evaluation program will be used for both the improvement of instruction and in partial substantiation of recommendations in appointment, retention, tenure and promotion decisions. They will also be considered during the post-tenure peer review process.
4. All faculty members who teach shall participate in this student evaluation program at the following minimum levels in each academic year:
 - a. tenured professors: two classes (preferably two different courses)
 - b. tenured Assistant and Associate Professors: four classes (at least two different courses)
 - c. probationary tenure-track faculty and full-time lecturers: six classes (at least three different courses)
 - d. part-time lecturers: every class taught or six classes (whichever is least)

Whenever possible, evaluation averages of faculty members should be compared with those of other faculty members of their own rank and tenure status. For example, the evaluations of a tenured professor in senior level courses in his/her specialty can be expected to be higher than those of an assistant professor evaluated in freshman level courses.

5. The student evaluation form and additional procedures used by any school/department shall be in accordance with these guidelines and shall be endorsed by the school/department faculty, department head/chair, and approved by the dean. Deans shall send a copy of approved forms and procedures, or revisions thereof, to the Vice President for Academic Affairs. Student opinion regarding the form and additional procedures of any department shall be considered prior to the dean's approval through consultation with the student council of the school.
6. The following procedures shall be used in the administration of student evaluations:

- a. each department is responsible for providing its faculty with copies of these guidelines and any other procedures covering student evaluation of faculty in order to ensure that proper procedures are followed
 - b. 10-20 minutes of class time will be provided by the faculty member for the student evaluation process in each class in which s/he is being evaluated. During this time, the faculty member shall be absent from the classroom
 - c. only students officially enrolled in the class will be permitted to participate
7. Subsequent to the issuance of the grades for the quarter in which a faculty member has been evaluated using this process, the results (as defined in school/department procedures) of this program shall be made available to the faculty member, his/her department head/chair, and the custodian of the faculty member's personnel action file. The results shall be included in the faculty member's personnel action file.
8. If written comments from student evaluation forms are included in the personnel file, they may be either in summary form or by inclusion of all the written comments. If a summary is used, it must be approved by the faculty member being evaluated.

Table 1

INITIAL AND FINAL CSU REDUCTIONS
(millions of dollars)

	<u>INITIAL</u>	<u>FINAL</u>	<u>CHANGES</u>
GOVERNOR'S BUDGET	\$71.2	\$ 71.2	\$ 0.0
BUDGET ACT SECTION 3.80	<u>51.7</u>	<u>36.5</u>	<u>-15.2</u>
CSU REDUCTIONS	\$122.9	\$107.7	\$-15.2
1989/90 BUDGET BALANCES & SPECIAL REPAIRS	\$ 5.9	\$ 4.6	\$ -1.3
CONSTRUCTION BOND PAYMENTS	0.0	6.3	+6.3
LOTTERY ALTERNATIVES	34.5	34.5	0.0
CAMPUSES, C.O., SYSTEMWIDE	<u>82.5</u>	<u>62.3</u>	<u>-20.2</u>
CSU REDUCTION PLANS	\$122.9	\$107.7	\$-15.2

Hand - 10.2.90 Jorante

Table 2

CSU FINAL BUDGETS FOR 1989/90 AND 1990/91

1989/90 FINAL SUPPORT BUDGET: \$1,647,818,403

1990/91 FINAL SUPPORT BUDGET:		<u>Percent Change from 1989/90</u>
Salary Increases (01/01/91)	\$ 57,242,000	+ 3.5%
Continue 01/01/90 Salary Increases	\$ 37,700,000	+ 2.3%
Mandated Budget Reductions	\$ -107,669,808	- 6.5%
All Other Support	<u>\$ 52,812,405</u>	<u>+ 3.1%</u>
Total 1990/91 Support	\$1,687,903,000	+ 2.4%

Table 3

CSU DOLLARS PER FTE STUDENT

1989/90 and 1990/91

1989/90 SUPPORT BUDGET	\$1,647,818,403
DOLLARS PER FTES (267,380 FTES)	\$6,163
1990/91 SUPPORT BUDGET	\$1,687,903,000 *
DOLLARS PER FTES (274,500 FTES)	\$6,149
CHANGE FROM 1989/90	-0.2%

* AFTER MANDATED REDUCTIONS OF \$107.7 MILLION.

Table 4

CSU AND CAL POLY BUDGET REDUCTION PLANS

	CSU (millions)	Cal Poly
SPECIAL REPAIRS, REVENUE BONDS, AND 1989/90 BUDGET BALANCES	\$10.9	n/a
CHANCELLOR'S OFFICE	\$ 1.0	n/a
SYSTEM-WIDE PROVISIONS FOR ALLOCATION	\$ 6.2	n/a
INSTRUCTIONAL EQUIPMENT REPLACEMENT AND LIBRARY VOLUME ACQUISITIONS*	\$34.5	\$2,549,841
MANAGEMENT PERSONNEL PLAN	\$10.1	\$ 550,996
1990/91 NON-FACULTY MSAs, ET AL.	\$ 9.9	\$ 714,211 **
PRORATE TO CAMPUSES AND C. O.	<u>\$35.1</u>	<u>\$2,314,561</u> **
TOTAL 1990/91 REDUCTIONS	\$107.7	\$6,129,609

* Alternative financing from Lottery revenues.

** Campus Unidentified Reductions (\$3,028,772).

Table 5

CAL POLY: 1990/91 SOURCES AND USES OF FUNDS

SOURCES OF FUNDS:

UNALLOCATED NON-FACULTY POSITIONS (73.3)	\$2,089,540
"ROLL-FORWARD" 1989/90 BUDGET BALANCES	316,437
50% OF ESTIMATED STATE UNIVERSITY FEE SURPLUS	140,660
CAMPUS ALLOCATION MODELS	<u>1,829,631</u>
TOTAL SOURCES OF FUNDS	\$4,376,268

USES OF FUNDS:

CAMPUS CONTINGENCY BUDGET	\$ 513,205
UNMET NEEDS (13.4 positions and OE&E)	834,291
UNIDENTIFIED BUDGET REDUCTIONS	<u>3,028,772</u>
TOTAL USES OF FUNDS	\$4,376,268

Table 6

CAMPUS DISTRIBUTION OF UNIDENTIFIED REDUCTIONS

ACADEMIC AFFAIRS	\$1,145,460
STUDENT AFFAIRS	193,430
INFORMATION SYSTEMS	154,169
UNIVERSITY RELATIONS	9,316
FACILITIES ADMINISTRATION	182,284
PERSONNEL AND EMPLOYEE RELATIONS	10,808
BUSINESS AFFAIRS	129,040
EXECUTIVE MANAGEMENT	<u>5,124</u>
TOTAL 1990/91 UNIDENTIFIED REDUCTIONS	\$1,829,631

Table 7

CAL POLY: 1990/91 GENERAL FUND BUDGET
Before Mandated Reductions

(Exclusive of reimbursed activities)

EMPLOYEE SALARIES AND BENEFITS	\$111,073,268	87.4%
OPERATING EXPENSES & EQUIPMENT	9,838,577	7.7%
COMMUNICATIONS, POSTAGE, & UTILITIES	3,857,280	3.1%
STUDENT AID GRANTS & WORKSTUDY	<u>2,285,720</u>	<u>1.8%</u>
 TOTAL EXPENDITURES	 \$127,054,845	 100.0%
 REVENUES AND REIMBURSEMENTS	 \$-16,635,415	 -13.1%
 NET STATE SUPPORT	 \$110,419,430	 86.9%

Table 8

ACADEMIC AFFAIRS GENERAL FUND		
BUDGET REDUCTION PLAN FY 1990/91		
PROJECT	PY	AMOUNT
Replacement Equipment - Lottery trade-off		\$177,192
Academic Affairs Admin Position	1.0	\$51,624
Clerical Assistant I	0.5	\$8,988
Downgrade Savings		\$33,958
Library - Student Assistants	0.9	\$10,000
Library - Supplies & Services		\$10,000
Library Binding		\$25,000
Campus Farm Equipment		\$8,100
Campus Farm - Unallocated S&W		\$12,877
Instruction Supplies and Services		\$43,906
Faculty Positions + Benefits - 10 month funding	11.6	\$394,865
New Instr. Admin Positions + benefits	2.1	\$83,950
MPPP Trade off for Faculty Positions		\$285,000
Total		\$1,145,460

Table 9

1990/91 Lottery Revenue Fund - Cal Poly

Category	Trustees Budget	Final Budget	Local Allocation
Non- Formula Equipment	\$199,393	\$0	\$118,000
Access to Instructional Computing	\$189,480	\$0	\$132,678
Distinguished Visiting Scholars	\$139,725	\$34,931	\$103,025
Student Internships - Community Service	\$56,023	\$0	\$0
Ed Equity Retention Incent. Prog.	\$48,645	\$48,645	\$158,319
Ed Equity - Hispanic Scholarships	\$10,000	\$10,000	\$10,000
Ed Equity - Stu. Intern. - Outreach to HS/CC	\$30,798	\$30,798	\$30,798
Instructional Development & Technology	\$67,454	\$0	\$0
Fine Arts Initiative	\$27,553	\$0	\$0
Teacher Diversity	\$76,450	\$76,450	\$76,450
California Pre-Doctoral Program	\$5,000	\$5,000	\$5,000
Instructional Replacement Equipment	\$0	\$1,245,409	\$1,422,601
Library Volumes	\$0	\$1,304,432	\$1,304,432
Discretionary	\$619,138	\$619,138	\$13,500
Endowment	\$606,601	\$0	\$0
Total	\$2,076,260	\$3,374,803	\$3,374,803